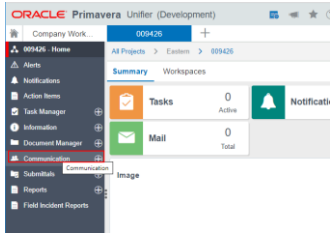
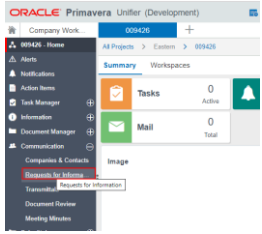
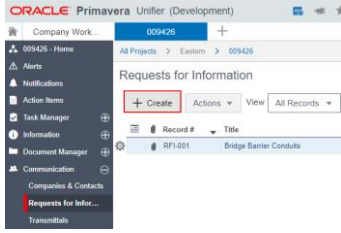
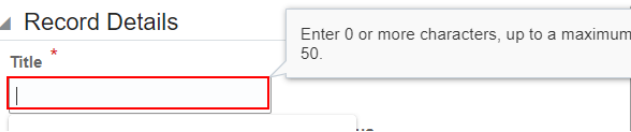
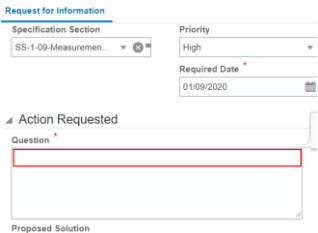
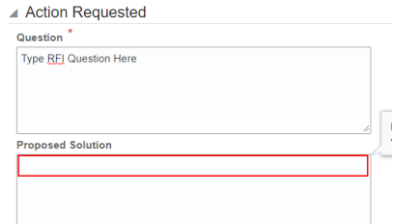
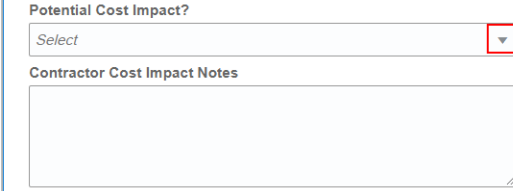

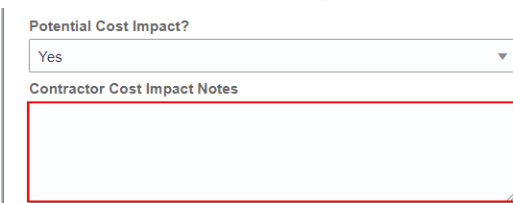


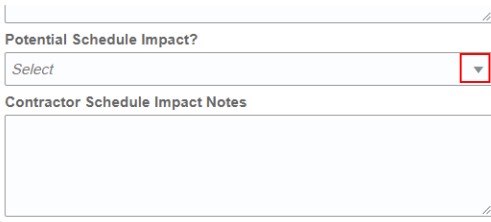
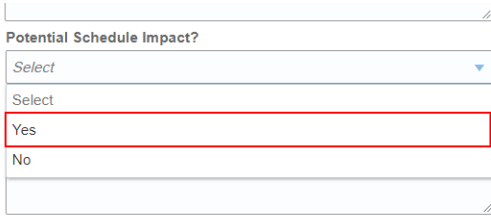
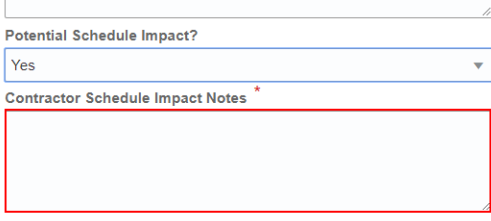
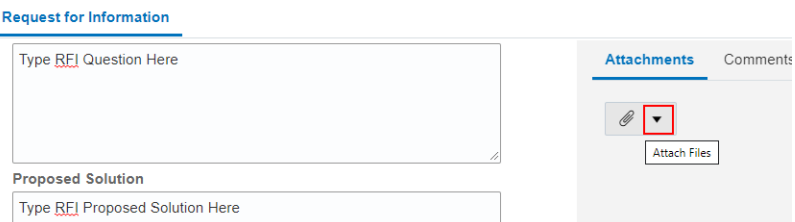
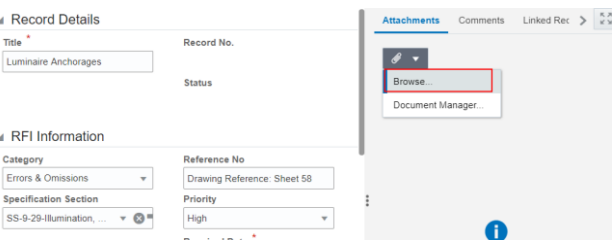
## RFI-1: Create (Contractor)

Step	Action
1.	<p>Click <b>Communication</b></p> 
2.	<p>Click <b>Requests for Information</b></p> 
3.	<p>Click <b>Create</b></p> 
4.	<p>Enter <b>RFI Title</b>; Example "<b>Type RFI Title Here</b>"</p> <p>Create New Requests for Information</p> <p><b>Request for Information</b></p> <p>Record Details</p> <p>Title *</p> 

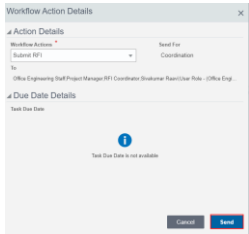
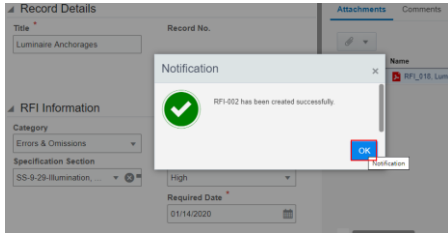
Step	Action
5.	<div>Click <b>RFI Category</b> drop down</div> <div>Create New Requests for Information</div> <div><div>Request for Information</div><div><div>Record Details</div><div><div>Title *</div><div>Type RFI Title Here</div><div>Record No.</div><div>Status</div></div><div><div>RFI Information</div><div><div>Category</div><div>Select</div><div>Reference No.</div><div>Specification Section</div><div>Type a Specification N...</div><div>Priority</div><div>Low</div></div></div></div></div>
6.	<div>Select <b>RFI Category</b></div> <div><div>Request for Information</div><div><div>Record Details</div><div><div>Title *</div><div>Type RFI Title Here</div><div>Record No.</div><div>Status</div></div><div><div>RFI Information</div><div><div>Category</div><div>Select</div><div>Reference No.</div><div>Specification Section</div><div>Type a Specification N...</div><div>Priority</div><div>Low</div><div>Required Date</div></div></div></div></div>
7.	<div>Click <b>Specification Section</b> drop down</div> <div><div>Request for Information</div><div><div>Record Details</div><div><div>Title *</div><div>Type RFI Title Here</div><div>Record No.</div><div>Status</div></div><div><div>RFI Information</div><div><div>Category</div><div>Customer Request</div><div>Reference No.</div><div>Specification Section</div><div>Type a Specification N...</div><div>Priority</div><div>Low</div><div>Required Date</div></div></div><div><div>Action Requested</div></div></div></div>
8.	<div>Select applicable <b>Specification Section</b></div> <div><div>Specification Sections</div><div><div>Search   Find on Page</div><div><div>Specification</div><div>Title</div><div>Status</div></div><div><div>SS-1-05-14</div><div>Cooperation with Other</div><div>Active</div></div><div><div>SS-1-03</div><div>Award and Execution of</div><div>Active</div></div><div><div>SS-1-04</div><div>Scope of the Work</div><div>Active</div></div><div><div>SS-1-05</div><div>Control of Work</div><div>Active</div></div><div><div>SS-1-06</div><div>Control of Material</div><div>Active</div></div><div><div>SS-1-07</div><div>Legal Relations and Re</div><div>Active</div></div><div><div>SS-1-08</div><div>Procurement and Progress</div><div>Active</div></div><div><div>SS-1-09</div><div>Measurement and Pay</div><div>Active</div></div><div><div>SS-1-10</div><div>Temporary Traffic Contr</div><div>Active</div></div><div><div>SS-2-01</div><div>Cleaning Grubbing and</div><div>Active</div></div><div><div>SS-2-02</div><div>Removal of Structures</div><div>Active</div></div><div><div>SS-2-03</div><div>Roadway Excavation a</div><div>Active</div></div><div><div>Total: 121</div></div></div></div>
9.	<div>Click <b>Select</b></div> <div><div>Specification</div><div><div>Final</div><div>Title</div><div>Status</div></div><div><div>SS-0-01</div><div>Erosion Control and Sta</div><div>Active</div></div><div><div>SS-0-20</div><div>Drainage, Traffic Sig</div><div>Active</div></div><div><div>SS-0-09</div><div>Timber and</div><div>Active</div></div><div><div>SS-0-29</div><div>Drainage, Signal, E</div><div>Active</div></div><div><div>Total: 127</div></div><div><div>Cancel</div><div>Select</div></div></div>

Step	Action
10.	<p>Enter <b>Drawing or Contract Reference Number</b>. Example "<b>Type Drawing or Contract Reference Here</b>"</p> <p>Create New Requests for Information</p> <p>Request for Information</p> <p>Record Details</p> <p>Title * Type RFI Title Here</p> <p>Record No. Status</p> <p>RFI Information</p> <p>Category Customer Request</p> <p>Reference No. Type Drawing or Contract Referer</p> <p>Specification Section SS-1-09-Measuremen...</p> <p>Test 01</p>
11.	<p>Click <b>Priority</b> drop down</p> <p>Create New Requests for Information</p> <p>Request for Information</p> <p>Record Details</p> <p>Title * Type RFI Title Here</p> <p>Record No. Status</p> <p>RFI Information</p> <p>Category Customer Request</p> <p>Reference No. Type Drawing or Contract Referer</p> <p>Specification Section SS-1-09-Measuremen...</p> <p>Priority Low</p>
12.	<p>Select a <b>Priority</b> level.</p> <p>Note: If <b>High</b> is selected, the date a response is needed by must be entered next.</p> <p>RFI Information</p> <p>Category Errors &amp; Omissions</p> <p>Reference No. Drawing Reference: Sheet 58</p> <p>Specification Section SS-9-29-Illumination, ...</p> <p>Priority Low Select High Medium Low</p> <p>Action Requested</p>
13.	<p>If <b>High Priority</b> was chosen in the previous step, use the <b>Required Date</b> calendar to select the date a response is needed by.</p> <p>RFI Information</p> <p>Category Errors &amp; Omissions</p> <p>Reference No. Drawing Reference: Sheet 58</p> <p>Specification Section SS-9-29-Illumination, ...</p> <p>Priority High</p> <p>Required Date * MM/DD/YYYY</p> <p>Action Requested</p> <p>Total: 1</p>
14.	<p>Select a date.</p> <p>Create New Requests for Information</p> <p>Request for Information</p> <p>Record Details</p> <p>Title * Luminaire Anchorage</p> <p>Record No.</p> <p>RFI Information</p> <p>Category Errors &amp; Omissions</p> <p>Reference No.</p> <p>Specification Section SS-9-29-Illumination, ...</p> <p>Priority High</p> <p>Required Date * MM/DD/YYYY</p> <p>Action Requested</p>

Step	Action
15.	Enter <b>RFI Question</b> ; Example " <b>Type RFI Question Here</b> " 
16.	Enter <b>RFI Proposed Solution</b> ; Example " <b>Type RFI Proposed Solution Here</b> " 
17.	Click <b>Potential Cost Impact?</b> drop down. 
18.	Make a selection from the drop down menu. 
19.	Enter <b>Contractor Cost Impact Notes</b> ; Example " <b>Explain cost impacts</b> " 

Step	Action
20.	<p>Click <b>Potential Schedule Impact?</b> drop down</p> 
21.	<p>Make a selection from the drop down menu.</p> 
22.	<p>Enter <b>Contractor Schedule Impact Notes</b>; Example "<b>Explain schedule impacts</b>"</p> 
23.	<p>Click <b>Attachments</b> icon</p> 
24.	<p>Click <b>Browse</b> to locate a file.</p> 

Step	Action				
25.	<b>Browse</b> to file location  				
26.	Double-click on <b>File</b> to attach  				
27.	Click <b>Upload</b> once file(s) are attached  				
28.	Click <b>Send</b> if ready to submit.  Click <b>Save</b> to save a Draft.  Note: Drafts will be saved within the <b>Drafts</b> node of the <b>Task Manager</b> .  Create New Requests for Information <span style="float: right;"><b>Send</b> Save</span>  <div> <div> <b>Request for Information</b>  <b>Record Details</b>  Title  Luminaire Anchorages  Record No.   Status </div> <div> <b>Attachments</b>  <table border="1"> <thead> <tr> <th>Publish</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>RFI_018, Luminaire Anc...</td> </tr> </tbody> </table> </div> </div>	Publish	Name	<input checked="" type="checkbox"/>	RFI_018, Luminaire Anc...
Publish	Name				
<input checked="" type="checkbox"/>	RFI_018, Luminaire Anc...				

Step	Action
29.	<p>Click <b>Send</b> to Submit RFI</p> 
30.	<p>Click <b>OK</b>; RFI has been successfully created and submitted.</p> 
31.	<p><b>End of Procedure.</b></p>